

B. Right to Request Additional Restrictions. You may request restrictions on our use and disclosure of your PHI (1) for treatment, payment and health care operations, (2) to individuals (such as a family member, other relative, close personal friend or any other person identified by you) involved with your care or with payment related to your care, or (3) to notify or assist in the notification of such individuals regarding your location and general condition.

While we will consider all requests for additional restrictions carefully, we are not required to agree to a requested restriction, unless the disclosure is (1) for the purposes of carrying out payment or health care operations and is not otherwise required by law and (2) the health information pertains solely to a health care item for which you, or another person on your behalf has paid the health plan in full. If you wish to request additional restrictions, please obtain a request form and submit the completed form to the Privacy Officer or Human Services Privacy Designee. We will send you a written response.

C. Right to Receive Confidential Communications. You may request, and we will accommodate, any reasonable written request for you to receive your PHI by alternative means of communication or at alternative locations.

D. Right to Revoke Your Authorization. You may revoke Your Authorization or any written authorization obtained in connection with your Highly Confidential Information, except to the extent that we have taken action in reliance upon it, by delivering a written revocation statement to the Privacy Officer or Human Services Privacy Designee identified below. A form of Written Revocation is available upon request.

E. Right to Inspect and Copy Your Health Information. You may request access to your medical record file and billing records maintained by us in order to inspect and request copies of the records. Under limited circumstances, we may deny you access to a portion of your records. If you desire access to your records, please obtain a record request form from the Privacy Officer and submit the completed form to the Privacy Officer. If you request copies, we will charge you actual cost for each page. We will also charge you for our postage costs, if you request that we mail the copies to you. If you are a parent or legal guardian of minor, certain portions of the minor's medical record may not be accessible to you. If your health information is maintained in an electronic format (known as an electronic medical record or an electronic health record), you have the right to request that an electronic copy of your record be given to you or transmitted to another individual or entity.

F. Right to Amend Your Records. You have the right to request that we amend Protected Health Information maintained in your medical record file or billing records. If you desire to amend your records, please obtain an amendment request form and submit the completed form to the Privacy Officer or Human Services Privacy Designee. We will comply with your request unless we believe that the information that would be amended is accurate and complete or other special circumstances apply.

G. Right to Receive an Accounting of Disclosures. Upon request, you may obtain an accounting of certain disclosures of your PHI made by us during any period of time prior to the date of your request provided such period does not exceed six years and does not apply to disclosures that occurred prior to April 14, 2003. If you request an accounting more than once during a twelve (12) month period, we will charge you actual cost of the accounting statement.

H. Right to be Notified of Breach. You have the right to be notified upon a breach of any of your unsecured PHI.

I. Right to Receive Paper Copy of this Notice. Upon request, you may obtain a paper copy of this Notice, even if you have agreed to receive such notice electronically.

J. Right to Electronic Copy of This Notice. You may obtain an electronic copy of this notice on our website:

<http://www.marinettecounty.com>

VIII. Effective Date and Duration of This Notice

A. Effective Date. This Notice is effective on September 23, 2013.

B. Right to Change Terms of this Notice. We may change the terms of this Notice at any time. If we change this Notice, we may make the new notice terms effective for all Protected Health Information that we maintain, including any information created or received prior to issuing the new notice. If we change this Notice, we will post the new notice in waiting areas around Marinette County and on our Internet site at www.marinettecounty.com. You also may obtain any new notice by contacting the Privacy Officer.

IX. Privacy Officer and Human Services Designee

You may contact the Privacy Officer at:

Privacy Officer
Marinette County Courthouse
1926 Hall Avenue
Marinette, WI 54143-1717
Telephone Number: (715) 732-7417
Facsimile: (715) 732-7413
E-mail: humanresources@marinettecounty.com

You may contact the Human Services Privacy Designee at:

Privacy Designee
Marinette County Health and Human Services
2500 Hall Avenue
Marinette, WI 54143-1604
Telephone Number: (715) 732-7760
Facsimile: (715) 732-7711
E-mail: hsprivacydesignee@marinettecounty.com



MARINETTE COUNTY

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. Who We Are

Marinette County, a government entity, employs, provides and contracts with health care service providers. Services provided to you by Marinette County or through Marinette County at any county owned facility, a facility used by Marinette County or a contractor in your home may result in generation of Protected Health Information.

II. Our Privacy Obligations

We are required by law to maintain the privacy of your health care information ("**Protected Health Information**" or "**PHI**") and to provide you with this Notice of our legal duties and privacy practices with respect to your Protected Health Information. When we use or disclose your Protected Health Information, we are required to abide by the terms of this Notice or other notice in effect at the time of the use or disclosure.

III. Permissible Uses and Disclosures without Your Written Authorization

In certain situations, which we will describe in Section IV below, we must obtain your written authorization in order to use and/or disclose your PHI. However, we do not need any type of authorization from you for the following uses and disclosures:

A. Uses and Disclosures for Treatment, Payment and Health Care Operations. We may use and disclose PHI, but not your "Highly Confidential Information", in order to treat you, obtain payment for services provided to you and conduct our "health care operations" as detailed below:

a. Treatment. We use and disclose your PHI to provide treatment and other services to you—for example, to diagnose and treat your injury or illness. In addition, we may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. We may also disclose PHI to other providers involved in your treatment.

b. Payment. We may use and disclose your PHI to obtain payment for services that we provide to you—for example, disclosures to claim and obtain payment from your health insurer, HMO, or other company that arranges or pays the cost

of some or all of your health care (“Your Payor”) to verify that Your Payor will pay for health care.

- c. **Health Care Operations.** We may use and disclose your PHI for our health care operations, which include internal administration and planning and various activities that improve the quality and cost effectiveness of the care that we deliver to you. For example, we may use PHI to evaluate the quality and competence of our physicians, nurses and other health care workers. We may disclose PHI to our Patient Relations Coordinator in order to resolve any complaints you may have and ensure that you have a comfortable visit with us.
- d. **To Business Associates for Treatment, Payment and Quality Assurance.** We may also disclose PHI to your other health care providers when such PHI is required for them to treat you, receive payment for services they render to you, or conduct certain health care operations, such as quality assessment and improvement activities, reviewing the quality and competence of health care professionals, or for health care fraud and abuse detection or compliance. We may also remove all information that identifies you from a set of health care information so that others may use that information to study health care and the health care delivery without learning who the specific patients are.

B. **Public Health Activities.** We may disclose your PHI for the following public health activities: (1) to report health information to public health authorities for the purpose of preventing or controlling disease, injury or disability; (2) to report child abuse and neglect to public health authorities or other government authorities authorized by law to receive such reports; (3) to report information about products and services under the jurisdiction of the U.S. Food and Drug Administration; (4) to alert a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition; and (5) to report information to your employer as required under laws addressing work-related illnesses and injuries or workplace medical surveillance.

C. **Victims of Abuse, Neglect or Domestic Violence.** If we reasonably believe you are a victim of abuse, neglect or domestic violence, we may disclose your PHI to a governmental authority, including a social service or protective services agency, authorized by law to receive reports of such abuse, neglect, or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

D. **Health Oversight Activities.** We may disclose your PHI to a health oversight agency that oversees the health care system, compliance with civil rights laws and is charged with responsibility for ensuring compliance with the rules of government health programs such as Medicare or Medicaid.

E. **Judicial and Administrative Proceedings.** We may disclose your PHI in the course of a judicial or administrative proceeding in response to a legal order or other lawful process.

F. **Law Enforcement Officials.** We may disclose your PHI to the police or other law enforcement officials as required or permitted by law or in compliance with a court order or a grand jury or administrative subpoena.

G. **Decedents.** We may disclose your PHI to a coroner or medical examiner as authorized by law.

H. **Organ and Tissue Procurement.** We may disclose your PHI to organizations that facilitate organ, eye or tissue procurement, banking or transplantation.

I. **Health or Safety.** We may use or disclose your PHI to prevent or lessen a serious and imminent threat to a person’s or the public’s health or safety.

J. **Specialized Government Functions.** We may use and disclose your PHI to units of the government with special functions, such as the U.S. military or the U.S. Department of State under certain circumstances.

K. **Workers’ Compensation.** We may disclose your PHI as authorized by and to the extent necessary to comply with state law relating to workers’ compensation or other similar programs.

L. **Employer.** Under limited circumstances, we may disclose your PHI to your employer when we provide a health care service to you at your employer’s request, either to conduct an evaluation relating to medical surveillance of your workplace, or to evaluate whether you have a work-related illness or injury.

M. **National Security and Intelligence Activities.** We may release health information to authorized federal officials for intelligence, counter-intelligence, and other national security activities authorized by law.

N. **Inmates or Individuals in Custody.** If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release health information to the correctional institution or law enforcement official. This release would be if necessary: (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) the safety and security of the correctional institution.

O. **As required by law.** We may use and disclose your PHI when required to do so by any other law not already referred to in the preceding categories.

IV. Uses and Disclosures Requiring Your Written Authorization

A. **Use or Disclosure with Your Authorization.** For any purpose other than the ones described above in Section III, we only may use or disclose your PHI when you grant us your written authorization on our authorization form (“Your Authorization”). For instance, you will need to execute an authorization form before we can send your PHI to your life insurance company or to the attorney representing the other party in litigation in which you are involved.

B. **Uses and Disclosures of Your Highly Confidential Information.** In addition, federal and state law requires special privacy protections for certain highly confidential information about you

(“Highly Confidential Information”), including the subset of your PHI that: (1) is maintained in psychotherapy notes; (2) is about mental health and developmental disabilities services; (3) is about alcohol and drug abuse prevention, treatment and referral; (4) is about HIV/AIDS testing, diagnosis or treatment; (5) is about venereal disease(s); (6) is about genetic testing; (7) is about child abuse and neglect; (7) is about domestic abuse of an adult with a disability; or (8) is about sexual assault. In order for us to disclose your Highly Confidential Information for a purpose other than those permitted by law, we must obtain your written authorization.

V. Uses and Disclosures with Opportunity for Objection

A. Disclosure to Relatives, Close Friends and Other Caregivers.

We may use or disclose your PHI to a family member, other relative, a close personal friend or any other person identified by you when you are present for, or otherwise available prior to, the disclosure, if we (1) obtain your agreement; (2) provide you with the opportunity to object to the disclosure and you do not object; or (3) reasonably infer that you do not object to the disclosure.

If you are not present, or the opportunity to agree or object to a use or disclosure cannot practicably be provided because of your incapacity or an emergency circumstance, we may exercise our professional judgment to determine whether a disclosure is in your best interests. If we disclose information to a family member, other relative or a close personal friend, we would disclose only information that we believe is directly relevant to the person’s involvement with your health care or payment related to your health care. We may also disclose your PHI in order to notify (or assist in notifying) such persons of your location, general condition or death.

VI. Personal Representatives Of Patients

A. A patient’s “Personal Representative” is the person who, under state law and in accordance with Marinette County’s policies and procedures, has the authority to act on behalf of the patient in making decisions related to health care provided to the patient.

B. Marinette County treats a patient’s Personal Representative as the patient with respect to the ability to authorize Marinette County’s use and disclosure of the patient’s Protected Health Information that is relevant to the personal representation.

VII. Your Rights Regarding Your Protected Health Information

A. **For Further Information; Complaints.** If you desire further information about your privacy rights, are concerned that we have violated your privacy rights or disagree with a decision that we made about access to your PHI, you may contact our Privacy Officer or Human Services Privacy Designee. You may also file written complaints with the Director, Office for Civil Rights of the U.S. Department of Health and Human Services. Upon request, the Privacy Officer will provide you with the correct address for the Director. We will not retaliate against you if you file a complaint with us or the Director.